

EAST LAKE COMMUNITY LIBRARY (ELCL)
ADVISORY BOARD BY-LAWS
(Revised May 5, 2015)

Section 1. The purpose of the ELCL advisory board, hereinafter referred to as the “board,” shall be to support quality library services in the community by providing general advisory oversight of the East Lake Community Library, including but is not limited to budget, policy and planning review, advocacy and annual evaluation of the library director." The board works with and through the library director and does not have direct operational authority.

Section 2. Responsibilities of the board shall be:

- To recruit, select, and recommend a candidate for library director to the Palm Harbor Community Services Agency, hereinafter called “PHCSA;”
- To conduct an annual performance review and recommend compensation to PHCSA;
- To advise the director on policy and planning for quality library service, including plans for growth and expansion of facilities and services;
- To advise and review the development of the library's budgets, including operational and capital budgets and recommend their adoption by PHCSA;
- To review budgeted expenditures and budget adjustments monthly and endorse budget requests over \$5000, which are submitted to PHCSA for approval;
- If needed, represent the library during budget hearings.
- To advocate for the library and assist the director in fostering community support.

Section 3. The advisory board is as follows:

- **Size:** The board consists of at least seven (7) or nine (9) members.
- **Term:** Board members may serve a two year term. They may serve two consecutive two-year terms. Under certain conditions, members’ terms may be extended, provided the extension is in the best interest of the Library and represents no conflict with any existing government authority.
- **Appointment:** New members of the Board are ratified by a majority vote of the sitting board.
- **Recommended Composition:**
 - Member(s) of the community whose business or residence is within the East Lake fire district. To the extent possible, the board should broadly reflect the community. Representatives are self-nominated or the result of an ad hoc

nominating committee recommendation and are ratified in accordance with the election procedures of the Board.

- A member of the Friends of the East Lake Community Library, nominated by the Friends and ratified in accordance with the election procedures of the Board.
 - A library volunteer, currently and actively in service at the library, nominated by the director and volunteer coordinator and ratified in accordance with the election procedures of the Board.
 - A member of the Foundation of the East Lake Community Library, nominated by the Friends and ratified in accordance with the election procedures of the Board.
- Designated members of the board serve as a liaison to the Friends of ELCL and to the Foundation.
 - One member of the board represents ELCL on the PHCSA governing board. This representative is nominated by the Board and is ratified in accordance with the election procedures of the Board. Term length on the PHCSA board is two years. Under certain conditions, members' terms may be extended, provided the extension is in the best interest of the Library and represents no conflict with any existing government authority.
 - Board terms are staggered to minimize disruption to Board business and to provide as much continuity as possible.
 - **Officers:** Board Chair, Vice Chair, Secretary, and Treasurer positions will be elected by a majority vote of the sitting Board during the October meeting of each year.
 - **Committees:** Board ad hoc committees will be commissioned on an as needed basis and will report results and make recommendations to the full Board for approval.
 - **Meetings:** The Advisory Board will meet on the second Tuesday of each month at 6:00 pm in the East Lake Community Library (or as often as is necessary to complete its duties and responsibilities.) All meetings will be open to the public.
 - **Quorum:** Four (4) members of a seven (7)-member board, or five (5) members of a larger board will constitute a quorum. Recommendations and decisions of the board require a majority vote. Votes of five (5) members of a seven (7)- member board, or six (6) members of a larger board are required to change the by-laws.
 - Board members may not miss more than three (3) unexcused meetings per year. Members missing four (4) unexcused meetings in a calendar year will be subject to Board removal. Removing a member from the Board requires a Board vote.